

Dear Friend,

Re: General Data Protection Regulation (GDPR)

You may be aware of the impending General Data Protection Regulation, commonly referred to as GDPR, which will replace the current Data Protection Act. This Regulation comes into force on 25th May 2018.

What's really important about GDPR is that it makes sure all organisations including churches have stronger data and privacy rules when it comes to protecting personal data. We, thereby, are under the obligation to explain clearly to you, as a visiting friend, as to why we are collecting, holding and processing your personal data and how we intend to use it.

At the North England Conference ("NEC") and at the church where you attend, we continue to ensure our existing data protection processes and procedures are robust in securing and capturing of personal data. We can assure you that we only collect the personal data that we need in order to fulfil any agreement that we have entered into with you unless we consider that we need to use your personal data for another reason that remains compliant with GDPR and is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain why, including the legal basis, which allows us to do so. It is important to note that no personal data will be shared with any third-parties (organisations or persons not related to the church), unless we obtain your explicit consent in writing. Please note that we may process your personal information without your knowledge or consent, in compliance with the relevant rules, where this is required or permitted by law.

Adventist Church Management System (ACMS)

As part of the ongoing preparations for the implementation of GDPR, the North England Conference (NEC) has fully implemented a new centralised database system (ACMS).

Historically, your personal data was kept at your local Church as well as at the NEC. This has changed and the NEC will now be keeping your personal data on the central system. Although, there will remain some copies of paperwork retained at the local church; this will be managed in accordance with GDPR regulations and training will be provided.

This system allows only your Pastor and Church Clerk/Assistant(s) access and is password protected. For the avoidance of doubt, a Pastor and Church Clerk/Assistant(s) from a different Church and Area cannot access your personal data.

The Right to be informed

We are legally obligated to inform you of the purpose for holding your personal data/information and what we do with it. Below are examples of the purpose and its usage for collecting and processing your personal data. This is not an exhaustive list.

The NEC

Purpose:

- Keep a true record of the number of visiting friends undertaking bible study.

Usage:

- Publications e.g. messenger and such publications

Your Specific Church

Purpose:

- Keep a true record of visitors to the Church

Usage:

- For visitation
- Pastoral care purposes
- In relation to your participation in our local church activities
- To fulfil volunteering activities
- In order to communicate with you (e.g. by letter, email or telephone) for example to provide information relating to our church activities
- In order to further our charitable aims, e.g. such as for fundraising activities;
- For the publishing of church information leaflets such as the bulletin and on the webpage of your Church
- For internal administration for example, Baptismal Certificates, Baby blessing Certificates, Pathfinder and Adventurer Registration, Wedding Forms, Sabbath School records

- Internal departmental WhatsApp, Facebook groups, Twitter, Instagram etc

Retention Period

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal requirements.

Your Right Not To Consent

You have the right not to give consent and/or require your information to be erased. Should you choose to opt out, then please be aware of the implication(s), and that in essence over time the church will find it difficult to keep in touch with you and maintain on-going pastoral care and a relationship with you. However, this is your right, including wishing for your personal details to be erased.

If you consent to the information related to your personal data being used in the above ways then please complete and sign the form attached. It's important that we hold the most up-to-date personal information for you, so please could you take the time to review and update your Church Clerk where necessary. Your point of contact from the church can help and support you on how to do this.

Should you have any questions in the first instance please refer to the 'Staff Privacy Notice' Statement on the NEC website, which gives transparency about how we store and use data. If you are concerned that a data breach may have occurred or if you have any queries please email gdpr@necadventist.org.uk or your Church Clerk.

Yours sincerely

Pastor Alan Hush

Executive Secretary

For and on behalf of North England Conference

CONSENT FORM

Your privacy is important to us, and we want to communicate with church members, visiting friends and interested parties in a way which has their consent and is in line with UK law on data protection. As a result of a change in UK law, we now need your consent to how we contact you. If you are in agreement for us to contact you by one or more of the means outlined below please fill in the contact details you want us to use to communicate with you:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____

By signing this form you are confirming that you are consenting to the North England Conference and your local church to process your personal data as described in the letter, which I accept is not an exhaustive list (please tick the boxes where you grant consent):-

Signed: _____ Dated: _____

Opt In

I consent to the North England Conference contacting me by post phone or email.

I consent to my local Church where I attend contacting me by post phone or email.

Opt Out

I do not consent to the North England Conference contacting me.

I do not consent to my local Church contacting me.

Signed: _____ Dated: _____

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website or from your local Church.

You can withdraw or change your consent at any time by contacting your Church clerk or gdpr@necadventist.org.uk. Please note that all processing of your personal data will cease once you have

withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

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